

American Embassy, Amman

Vacancy Announcement

VACANCY - ANNOUNCEMENT NUMBER: 12-100

OPEN TO: US Citizen Eligible Family Members (USEFMs),
And US Citizen Members of Household (MOH) – All
Agencies

POSITION: Security Escort/Administrative Assistant (Job Share)

OPENING DATE: September 6, 2012

CLOSING DATE: September 19, 2012

WORK HOURS: 20 hours per work week

SALARY: *EFM: (Position Grade: **FP-9**)

NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Amman is seeking individuals for the position of Security Escort/Administrative Assistant.

BASIC FUNCTION OF POSITION:

The incumbent will assist and support the Facilities Management section with an array of facilities activities here at the Embassy compound. In addition to providing security monitoring oversight to Embassy FSN employees, contractors, vendors and cleaning services, incumbent will: draft facilities-related management notices; assist with facilities communications to mission employees and their families in notices and other written communiqués, including Dardashah "ads"; provide support on work orders in WebPass; provide support to Facilities Management section high volume of administrative responsibilities to include; award nominations, EPRs, and other HR-related forms; and update the Facilities Management Global Portal. Security Monitor duties will also

support RSO to include assistance in purchasing protocol for CAA when purchasing items locally.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful Completion of Secondary School is required.
2. At least six months experience in administrative work, including drafting mission notices, award nomination editing, writing and editing to include management notices, as well as a working knowledge of Web pass is required. Must have at least six months working in an Embassy environment to include the Facilities Maintenance Section.
3. Level 4 (fluent) in speaking and reading English is required. English proficiency may be tested.
4. Must be willing to work after hours and on weekends.
5. Must have good interpersonal skills in communicating with customers. Must have good service skills and the ability to establish and maintain effective working relationship with others.
6. Must be able to obtain and retain a Top Secret clearance. Must be familiar with escorting duties in CAA space.

SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. The candidate must be able to obtain and retain a Top Secret security clearance.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174) or
2. A current resume or curriculum vitae that provides the same information as the DS-174, and
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>.

SUBMIT APPLICATION TO:

Human Resources Office

Applications can be submitted electronically through AmmanEmployment@state.gov.

DEFINITIONS:

AEFM:

A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

1. U.S. citizen;
2. Spouse or dependent who is at least age 18;
3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;

4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

CLOSING DATE FOR THIS POSITION: September 19, 2012

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.